



**CALDERDALE COLLEGE
CORPORATION BOARD MEETING**

DRAFT Minutes of the Meeting held on 21 October 2021 at 17.00 via MS Teams

Present:

Peter Clark	Chair of the Corporation / External Governor
Rachel Court	External Governor
Diane Cothey	External Governor
Katherine Disley	External Governor
Richie Dunk	External Governor
Pat Drake	External Governor
Adrian Furness	External Governor
Richard Laycock	External Governor
John Rees	Principal & Chief Executive
Malcolm Rogers	Vice Chair / External Governor
Paul Waterworth	Staff Governor (appointed 21/146)
Andrew Wright	External Governor

In Attendance:

Sharon Bowker	Executive Director (Finance and Funding)
Ebrahim Dockrat	Director of Commercial Services and Partnerships
Julia Gray	Vice Principal (Curriculum, Quality & Student Services)
Jane Taylor-Holmes	Clerk to the Corporation

Agenda: There were no changes to the agenda

Min. Ref.	Minutes	Actions
	21/144 - Apologies for absence	
1	Apologies were received from Jenny Grainger, External Governor and Robert Swindells, Staff Governor.	
2	Apologies were also received from Rob Rawlinson, Director of Operations.	
	21/145 - Confirmation of eligibility, quorum and declarations of interest	

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3 4	No notice had been received of any member becoming ineligible. The meeting was quorate.	
5 6 7 8	<p>21/146 – Search and Governance Committee</p> <p>Staff Governor election. Mrs J Taylor-Holmes, Clerk explained following the resignation of Mr I Greenwood as Staff Governor, the nomination process had commenced in early September for the election of a new Staff Governor. Two nominations had been received and an election held. As in previous elections, voting had taken place online via Survey Monkey. The staff had voted for Mr Paul Waterworth to be appointed as Staff Governor. This appointment was recommended by the Search and Governance Committee.</p> <p>Resolved: That Mr P Waterworth be appointed as a Staff Governor for a period of 4 years.</p> <p>Mrs Taylor-Holmes explained that five applications had been received from students interested in the role of Student Governor. Those who had submitted applications had been asked to provide a 100-word statement by Thursday 4 November, following this, if needed, an election would be held in a similar format to the Staff Governor elections.</p> <p>An update would be provided to the December Board meeting.</p>	
9 10 11	<p>21/147 – Minutes of previous meetings</p> <p>The minutes were amended at paragraph 114 to read ...a National thematic review of the post 16 and secondary sector..</p> <p>Some further small grammatical amendments were made.</p> <p>Resolved: subject to amendment, the minutes of the meeting of 8 July 2021 be approved as a true and accurate record.</p>	
12	<p>21/148 – Matters arising</p> <p>All actions were complete or on the agenda.</p>	
13	<p>21/149 – Chief Executive’s report</p> <p>Mr J Rees, Principal and Chief Executive presented a report providing an update on key policy issues. In addition to the content of the paper, updates were provided as follows;</p>	

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14	In relation to student COVID rates, the position remained as stated, there continued to be a low incidence of positive cases within the College and no outbreak. This was contrary to the situation in schools. Mr Rees commented that the data showed distinct differences in case rates in primary, secondary and post-16 settings.	
15	It was noted that the College was able to respond to move teaching and learning online if needed.	
16	Mr Rees explained that work had commenced in relation to the curriculum area self-assessment process at the moment, working towards the completion of the overall College Self-Assessment Report (SAR). Mr Rees commented that the process was going well, and performance looked to have been sustained. Due to the significant impact on employment in the year, this may translate into a challenging year in apprenticeships. Governors were encouraged to contribute to the SAR process.	
17	Mr Rees explained that there would be no nationally published data so there would not be the ability to benchmark. However, the College was working with five other Colleges to do some benchmarking so there would be some ability to see if the patterns observed in data are reflected with others.	
18	In relation to recruitment, Mr Rees commented that 16-18 recruitment remained positive and some additional recruitment would also be conducted in year through the Princes Trust and Project Challenge.	
19	Mr Rees explained that the first open day of the Autumn had been held on the 19 October, it was very busy and a really positive event, there were 280 attendees against 180 when an October open event was last held.	
20	More adult recruitment was expected and HE recruitment was within the plan.	
21	Apprenticeships were significantly ahead of the planned position. Partly driven by employer incentives which were due to end in September, which had been extended to January.	
22	At the July Board meeting, the Senior Leadership team had presented a set of strategic priority themes to pursue in the year under the eight strategic plan headings. Mr Rees explained that there had been further refinement of the themes and some items had been merged due to the way the projects would operate.	

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23	It was proposing that the scope of the Dynamic, Responsive and Growing theme is broadened to include financial health. It was noted that this would be shared with the Finance and Resources Committee. It was also proposed that there was broadening elsewhere to develop an area to progress environment sustainability. All priorities had an identified project lead and SLT sponsor. Work was underway to identify success measures and the year-end position and following this, milestone measures would be identified so that progress could be reviewed. It was noted that progress would be shared when possible.	
24	Mr Rees commented that there were no further partnership updates and explained that the Governor Development Day on 12 November would be held at The Engineering Centre and would provide the opportunity to tour the facilities.	
25	Governors noted the Staff changes.	
26	Governors noted that the staff survey results had been received. Mr Rees commented that at a headline level, the results appear positive, with a three-year upward trend. The results appeared to fair pretty favourably with other Colleges in the sample. The results would be further analysed with an update provided to the November Finance & Resources Committee.	Action: Finance & Resources Committee November 2021
27	Mr Rees referred Governors to the ESFA letter to Chief Executive of all Colleges which had been circulated to Governors.	
28	Mr Rees commented that on the 20 July, the College had its first annual strategic conversation with the ESFA, this was held with members of the local territorial team. There had been a wide-ranging agenda, and lots of discussion. The meeting also provided the opportunity to identify the things the College was most positive about in terms of achievements, how COVID had been managed, developments and the approach to professional development. The meeting went well and forms part of the ESFA approach to risk management.	
29	There was one small piece of follow up, due to the meeting running out of time, which was largely around them providing a policy update.	
30	Governors commented on the large volume of positive success stories which were very diverse and good way to show the range of activities and a few examples of the staff nominations through the 'Tiny Noticeable Things' initiative. It was noted that the Staff Awards were to be held on 22 October.	

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	Resolved: that the report be noted.	
31 32 33 34 35 36	<p>21/150 - Search and Governance Committee</p> <p>Mrs Court, Chair of the Search and Governance Committee provided feedback from the meeting held on 1 September 2021.</p> <p>Mrs Court commented that the main discussion at the meeting was around membership of the Governing body and the need for succession planning as a number of longer standing Governors who were Charing Committees were coming to the end of their tenure. A more structure approach to succession planning had been agreed and Mr P Clark, Chair of the Corporation would be using the Governor one to ones to discuss this issue further with Governors with a view to detailing a more defined succession plan in respect of those positions.</p> <p>The Committee had also considered Governor compliance with mandatory training and Mrs Court encouraged Governors to complete outstanding training. If support was required, Mrs Taylor-Holmes would be able to assist.</p> <p>Governors reviewed the Committee membership, noting that Mr A Wright had been added to the Senior Staff Employment Committee.</p> <p>Resolved: Governors approved the Committee memberships noting that Mr P Waterworth would replace Mr I Greenwood on the Curriculum, Quality & Standards Committee.</p> <p>Resolved: Governors received the report from the Search and Governance Committee.</p>	
37 38	<p>21/151 – Finance and Resources Committee</p> <p>Mr M Rogers, External Governor and Chair of the Finance and Resources Committee, provided verbal feedback on the meeting held on 30 September 2021. The Committee had;</p> <ul style="list-style-type: none"> ➤ Received Estates, IT and HR data. ➤ Reviewed risks and reduced them to reflect the steps taken in the management of the risks of COVID. ➤ Reviewed the Committee effectiveness and had self-assessed as outstanding. ➤ Received the Data Protection update. 	

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39	Mrs P Drake, External Governor referred to the challenges which continued in the local hospitals in relation to COVID and commented that there may be an impact seen from seasonal flu.	
40	Mr Rogers commented that the Committee had also received an update on the proposed year end position and confirmed that the year-end Audit was currently underway.	
41	Mrs S Bowker, Executive Director (Finance and Funding) explained that the draft year end position was £200-£250,000 deficit against the original budget of £499,000 deficit. This was a positive position, particularly as there had been additional costs related to COVID in year.	
42	Resolved: Governors approved the updated list of Sub-contractors for non-core provision.	
43	Resolved: Governors approved the Finance and Resources Committee Terms of Reference.	
44	Resolved: Governors received the report from the Finance and Resources Committee.	
	<p data-bbox="304 1151 1235 1182">21/152 – Curriculum, Quality and Standards Committee</p> <p data-bbox="304 1220 1257 1285">45 Governors received the draft minutes of the Curriculum, Quality and Standards Committee meeting held on 7 October 2021.</p> <p data-bbox="304 1323 1257 1388">46 Mr R Dunk, External Governor and Chair of the Committee provided verbal feedback on the meeting.</p> <p data-bbox="304 1426 1257 1921">47 Mr Dunk confirmed that the Committee had; <ul style="list-style-type: none"> <li data-bbox="352 1464 1257 1570">➤ Received the Whole College Performance report noting that the 2020/21 assessment data had not yet been finalised. <li data-bbox="352 1576 1257 1682">➤ Received the Teaching, Learning and Assessment update and had been really impressed with the work done in this area. <li data-bbox="352 1688 1257 1794">➤ Received the Safeguarding update, noting an increase in referrals to the counselling service and the action being taken by the College. <li data-bbox="352 1800 1257 1865">➤ Reviewed the risks related to the Committee and had made no changes to the current risk scoring. <li data-bbox="352 1872 1257 1937">➤ Reviewed the Committee effectiveness and had self-assessed as outstanding. </p>	

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48	Terms of Reference – it was noted that there would be ongoing work to monitor the implementation of the Code of Practice – Freedom of Speech, this would be included within the Committee Schedule of Business.	
49	Resolved: Governors approved the Curriculum, Quality and Standards Committee Terms of Reference.	
50	Resolved: Governors received the report from the Curriculum, Quality and Standards Committee.	
	<p data-bbox="304 719 751 757">21/153 – Audit Committee</p> <p data-bbox="304 790 1262 898">51 Mrs R Court, External Governor and Chair of the Audit Committee, provided verbal feedback on the meeting on 21 October 2021</p> <p data-bbox="304 931 1262 1861">52 The Committee had;</p> <ul style="list-style-type: none"> <li data-bbox="304 965 1262 1424">➤ Discussed the External Audit tender process and the challenges of replacing the existing provider. Mrs Court explained that the previous attempt to utilise a framework process, had not been successful and there had been some indication that the system had not worked properly. It had been agreed that the framework would be used against but on both national and regional frameworks and Mrs Bowker would ensure that the submission was well publicised. Mrs Court explained that one of the advantages of the using the framework was that the firms had expertise in the sector and have evidence to back that up. It was agreed that this was the preferred way forward and that an update would be provided to future meetings. <li data-bbox="304 1435 1262 1861">➤ Reviewed the Committee effectiveness and had agreed to retain a good self- assessed grading. It was accepted that the Committee had made a number of enhancements to risk management processes, however, the Committee wanted to see how this was embedded. It was agreed that it was an important part of the approach is how set the risk appetite and how other Committees review risk and risk appetite. It was noted that risk would also be an item for consideration at the November Governor Development Day. Mrs Court explained that another point discussed was whether the Committee could try and have a more outcome based or impact based approach to the self-assessment. <p data-bbox="304 1895 1262 1962">53 Resolved: Governors received the report from the Audit Committee.</p>	

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54	It was noted that whilst Terms of Reference had been reviewed, they would be re-considered at the November Audit Committee meeting following the November Governor Development Day (and the session on risk). The Terms of Reference would be presented to the next Board meeting.	Action: Clerk December 2021
	<p>21/154 – Safeguarding Update</p> <p>55 Ms J Gray, Vice Principal (Curriculum, Quality & Student Services) confirmed that, as agreed at the July Board meeting, Mr Clark had approved the Safeguarding Policy.</p> <p>56 Ms Gray explained that within the Related Policies, a Prevent Policy is listed as a linked Policy. Ms Gray explained that the Safeguarding Policy is the Safeguarding and Prevent Policy however, a separate Policy (a Safeguarding and a Prevent Policy) was available should this be required for external purposes.</p> <p>57 Mrs Drake, Safeguarding Link Governor explained that she would be attending a Team meeting in November and the Annual Assessment was planned for February 2022.</p> <p>58 It was noted that Mrs Drake would be retiring from her role as Governor in Spring 2022 and Governors were invited to consider the Safeguarding Link Governor role and whether they would be interested in the role. It was noted that this would be discussed with Governors as part of the Governor one to one process.</p> <p>59 Governors received the update on Governor compliance with Safeguarding training.</p> <p>60 Resolved: Governors received the Safeguarding update.</p>	
	<p>21/155 – Equality & Diversity Update</p> <p>61 Governors received the update on Governor compliance with Equality and Diversity training.</p> <p>62 Resolved: Governors received the Equality & Diversity update.</p>	
	<p>21/156 – Governance Issues</p> <p>63 Governors agreed to complete and return the Code of Conduct, Declaration of Eligibility and Interests and the Declaration of Fit and Proper persons forms if hadn't already done so.</p>	Action: All If required December 2021

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64	<p>21/157 – Risk Management</p> <p>Governors considered the risks allocated to the Board and approved the ratings, noting the downwards arrows.</p>	
65	<p>Resolved: Governors received and approved the elements of the risk register presented to the meeting.</p>	
66	<p>21/158 – Chair’s report</p> <p>Governors received the Chair’s Report detailing activity undertaken since July 2021.</p>	
67	<p>The Board noted the Chair’s action taken in relation to the Safeguarding Policy.</p>	
68	<p>Resolved: Governors noted the report.</p>	
69	<p>21/159– Dates of future meetings</p> <p>It was noted that invitations to the meetings would be sent to Governors.</p>	
70	<p>Mr Clark encouraged attendance at the Governor Development Day.</p>	
71	<ul style="list-style-type: none"> • Governor Development Day – 12 November 2021 – 10am to 2.30pm, The Engineering Centre, Brighthouse. • Finance and Resources Committee – 25 November 2021 – 16.30 • Joint Audit and Finance & Resources Committee – 25 November 2021 – 17.35 • Audit Committee – 21 October 2021 – 18.40 • Senior Staff Employment Committee – 2 December 2021 – 3.30pm • Curriculum, Quality and Standards Committee – 2 December 2021 – 17.00 • Corporation Board meeting – 16 December 2021 - 4.45pm 	

Signed as a true and accurate record: Peter Clark (Chair)

Date: 16 December 2021